

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Marina Beach Marriott Hotel
4100 Admiralty Way
Marina Del Rey, CA 90292
Phone: 310-301-3000
www.marriott.com**

**Wednesday, August, 21, 2002
1:00 p.m. to 5:30 p.m.**

AGENDA

THIS AGENDA IS SUBJECT TO CHANGE

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
	1:45 – 1:55 p.m.	Recap of Accomplishments and Observations from Previous Meeting	❖ Discussion	Ms. Sharon Maher
1	1:55 – 2:05 p.m.	Recap of Ground Rules	❖ Discussion	Ms. Sharon Maher
	2:05 – 2:50 p.m.	Icebreaker	❖ Participation in Activity	Ms. Sharon Maher
2	2:50 – 3:00 p.m.	Minutes	❖ Discussion and Approval of Minutes	Presiding Justice James A. Ardaiz

Tab	Time	Item	Action Required	Presenter/Facilitator
3	3:00 – 3:30	California Court Reporters Association (CCRA) Meetings Concerning the Task Force	❖ Update	Presiding Justice James A. Ardaiz
Binder Pocket	3:30 – 3:35 p.m.	Article in <i>Court News</i> Describing the Task Force (Page 3)	❖ None	Presiding Justice James A. Ardaiz
4	3:35 – 3:40 p.m.	Press Release Announcing the Task Force's Creation and Role	❖ None	Presiding Justice James A. Ardaiz
	3:40 – 4:00 p.m.	Break		
5	4:00 – 4:15 p.m.	Does the Adversarial System Require Some Memorialization? Recap of this Discussion	❖ Task Force Members to Discuss the Results of this Previous Activity	Ms. Sharon Maher
6	4:15 – 5:15 p.m.	What is the Record? Recap of Previous Discussion and Continuation of Discussion	❖ Task Force Members to Finalize the Definition of a Record	Ms. Sharon Maher
	5:15 – 5:30	Other Business/Adjournment	❖ None	Presiding Justice James A. Ardaiz

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**Thursday, August 22, 2002
8:30 a.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Ms. Sharon Maher, Facilitator
	9:15 – 12:00 p.m.	What is the Record? Continuation of Discussion Break	❖ Task Force Members to Finalize the Definition of a Record	Ms. Sharon Maher
	12:00 – 1:00 p.m.	Catered Lunch		

Tab	Time	Item	Action Required	Presenter/Facilitator
1	1:00 – 3:00 p.m.	Users of the Record and Their Concerns	❖ Task Force Members to Specifically Identify the User Groups and Each Groups' Concerns	Ms. Sharon Maher
	3:00 – 3:15 p.m.	Break		
	3:15 – 5:00 p.m.	Producers of the Record and Their Concerns	❖ Task Force Members to Specifically Identify the Producers of the Record and Each Group's Concerns	Ms. Sharon Maher
	5:00 – 5:15 p.m.	Travel Expense Claim Forms – Review of Necessary Information	❖ None	Ms. Claudia Ortega Court Services Analyst and Lead Staff
	5:15 – 5:30 p.m.	Other Business/Adjournment	❖ None	Presiding Justice James A. Ardaiz

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**Friday, August 23, 2002
8:30 a.m. to 12:30 p.m.**

REVISED AGENDA

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
	9:15 – 10:30 a.m.	Producers of the Record and Their Concerns	❖ Task Force Members to Specifically Identify the Producers of the Record and Each Group's Concerns	Ms. Sharon Maher
	10:30 – 11:45 a.m.	Issues Raised by a Uniform Record	❖ Task Force Members to Discuss the Issues that Record Uniformity Raises	Ms. Sharon Maher

Tab	Time	Item	Action Required	Presenter/Facilitator
1	11:45 – 12:00 p.m.	Future Meeting Dates	❖ Task Force Members to Determine Other Future Meeting Dates	Ms. Claudia Ortega, Court Services Analyst and Lead Staff
	12:00 – 12:30 p.m.	The Task Force’s Conclusions to Date, Potential Future Direction, and Ultimate Responsibility	❖ Discussion	Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Presiding Justice James A. Ardaiz